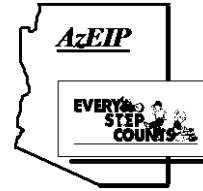


Chapter 8



DATA COLLECTION AND REPORTING

Arizona Early Intervention Program

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8.0.0 Data Collection and Reporting

8.1.0 Authority: 20 U.S.C. § 1435(a)(14); 34 C.F.R. §§303.124, 720 -724

8.2.0 Introduction

1. AzEIP reports to the United States Department of Education, Office of Special Education Program (OSEP) and to the public on the information required under IDEA, Part C, which includes:
 - A. Six-Year State Performance Plan, updated annually;
 - B. Annual Performance Report; and
 - C. Annual 618 Data Reports.
2. AzEIP carries out these requirements by establishing procedures to ensure that data are timely and accurate.

See Chapter 2, *General Supervision* for additional detail on the data required by OSEP.

8.3.0 Data Collection**8.3.1 Policy**

1. Each Early Intervention Program (EIP), as defined in Chapter 2, *General Supervision*, Section 2.02, collects information on the activities undertaken on behalf of the children who are AzEIP eligible and served by their own system.
2. AzEIP reviews and analyzes the data in order to develop required reports and to inform system monitoring and improvement efforts.
3. Each EIP and contractor shall gather and enter all required information, update information regularly, and transmit data as required to AzEIP, both electronically and by paper format, as required.
4. Each EIP and contractor will have at least one individual who is responsible for the data activities, which may be a designated “Data Specialist” and/or the Service Coordinator assigned to work with a family and child. These individuals will be knowledgeable of the program, data system, data/child forms, data entry, and report generation.
5. The Data Specialist and/or Service Coordinator is responsible for ensuring that each individual who has access to the data system uses the system for only its intended purpose, maintains and protects the confidentiality of the data, and upholds any proprietary rights associated with the software/hardware.
6. Each EIP and contractors, as appropriate, will ensure that:
 - A. electronic data for each eligible child and his/her family is accurate and contained in an open record and that all required data are entered in a timely manner. New demographic, evaluation, service information, and other required intervention data will be entered as appropriate;

- B. all data contained in child's files, including data on the Individualized Family Service Plan and other required State forms, is accurate and timely updated.
- 7. After the child's exit from AzEIP, the service coordinator or designee will ensure that the child's file is closed in the data system.
- 8. All services authorized on a child's IFSP must be entered into the data system as "authorized services" in a timely manner. This includes the service, frequency, intensity, duration, and, as appropriate, payor.
- 9. Each EIP and contractor is required to collect and submit timely and accurate data to AzEIP, including information on services provided to all AzEIP eligible infants and toddlers. Each EIP and contractor will have a process to follow-up and/or track when they are late in submitting data.
- 10. Each EIP and contractor will have appropriate data procedures for collecting and submitting all data to DES/AzEIP.
- 11. Each EIP and contractor will generate data reports as required for billing and reporting for AzEIP and/or DDD, as appropriate.
- 12. The EIP or contractor providing service coordination for a child shall input data into the data system in the following general categories:
 - A. Demographic data
 - B. Medical and developmental evaluations
 - C. Eligibility decisions
 - D. IFSP data
 - E. Services authorized on the IFSP with dates
 - F. Services received by the family with dates
 - G. Transition activities
- 13. The specific data entered will include the following information:
 - A. date of referral
 - B. date of eligibility determination
 - C. designate if eligibility note determined within 45 days
 - D. date of initial and ongoing IFSP
 - E. if initial IFSP not within 45 days from date of referral, the reason why not completed within the timeline
 - F. planned start and end dates of service(s) listed on IFSP
 - G. actual start and end dates of service(s) listed on IFSP
 - H. types of services listed on IFSP
 - I. method of service
 - J. setting of service(s) listed on IFSP
 - K. transition data (such as date of transition conference; documentation that the public education agency was notified of potentially eligible child by February 1st and September 15th of each year)
 - L. exit data
- 14. AzEIP does not use sampling to provide Part C Reports.

8.3.2 Procedures

1. All data collected through the DES authorized automated information systems shall be reported to AzEIP monthly. If the agency contracts for service coordination and/or other early intervention services, the agency shall require and ensure that contractors submit the necessary data in an accurate and timely manner.
2. For service providing agencies using the ACTS or other non-FOCUS databases, cases shall be closed, as appropriate, according to the AzEIP Technical Assistance Bulletin entitled *When to Close a Referral*.

8.3.3 Practice Guidelines

1. To ensure the most updated and accurate entry of data, it is recommended that the Data Specialist, or other designee, run management/administrative review reports at least monthly. These reports provide pertinent information concerning errors with data entry as well as identify critical fields that do not contain required data.
2. To ensure all required forms are completed and either maintained in the child's file and/or submitted to DES/AzEIP, a Data Specialist or other designee should implement data procedures for ensuring all data are entered (in databases or on forms), data are complete and accurate, and submitted, as appropriate to DES/AzEIP.